

PROVISION OF CLEANING SERVICES AT SARS OFFICES, NATIONWIDE

Briefing Session	13 August 2019 at 11H00 & 14H00
RFP No	RFP 15/2019
Closing Date	03 September 2019 at 11H00

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INTRODUCTION OF Bid Evaluation Committee

Procurement

Sourcing Lead: Facilities – Provision Of Cleaning Services At SARS Offices, Nationwide

Governance, Compliance & Risk Specialist

Contract Specialist

Sourcing Lead– Pre-Qualification

Value Delivery Planning – Price Evaluator

Financial Analysis team

B-BBEE Evaluator

SARS Business Unit

Bid Specification Committee

Technical Evaluators

Corporate Legal Services

Legal Specialist

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RFP Timelines

ACTIVITY	DUE DATE
RFP Advertisement in Government Tender Bulletin	02 August 2019
Tender documents on SARS website	05 August 2019
Non-Compulsory briefing session	13 August 2019 at 11H00
Questions and Answers relating to RFP	13-21 August 2019
RFP Closing Date	03 September 2019 at 11h00
Notice to bidders	End of Dec 2019

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Background and Scope of work

See attached Business Requirements Specification document.



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Background and Scope of work

The Service Provider will be expected to render a **comprehensive** cleaning service including but not limited to:

- **Scheduled/ routine day-to-day cleaning services** (as per the standard cleaning methods indicated in section below). This includes window cleaning to accessible heights;
- **Specialist cleaning services on an ad hoc basis** e.g. cleaning of high rise windows at unreachable height and glass facade;
- **Reactionary cleaning services** (for specific functions or incidents) as and when required

See attached Business Requirements Specification document.



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Contract information

- **Contract duration** - Three (3) year period
- **Full risk contract**
 - Provision and control of all cleaning staff, cleaning materials and cleaning equipment, uniforms etc. and anything else necessary to deliver on the mandate of the cleaning contract; and
 - Distribution and control of sanitary consumables including toilet paper required in the buildings at the various locations of SARS' Operations (**Note this excludes sanitary and nappy bins and bin liners**).
 - Only **indicative** minimum numbers of cleaners provided in the Pricing Schedule for each building. This is to provide minimum guidelines for comparative pricing evaluation purposes and the final number will be negotiated with the winning bidder. SARS reserves the right to change these numbers, before the final signing of the Service Level Agreement (SLA).
 - Only **indicative minimum equipment** standards provided in the document

Size and extent of works

Cluster	Region
A	Limpopo
B	Gauteng North and Mpumalanga
C	Free State and North West
D	Eastern Cape
E	KwaZulu Natal
F	Western Cape
G	Gauteng Central
H	Gauteng South
I	Head Office (HO)



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Extent of works

Cleaning services for SARS sites

NATIONWIDE

- **115** buildings
- **419 000** sqm

- Bidders can only bid **per cluster as a whole** not individual offices – Non adherence to this will render the bid non-responsive
- SARS can award **2 clusters per bidder**
- All SARS offices in the specified clusters as per **Annexure B** will participate in this contract **“as and when”** required
- SARS reserves the right to amend the “cleaning” requirement of any site/office should the situation in such said office/site changes during the contract term.

Size and extent of works

Cleanable Areas

- Offices
- Branch offices (High usage)
- Warehouses
- Special Operational spaces (Dog Detector Units)



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BRANCHES (FRONTLINE AND HIGH TRAFFIC SPACE)	FILING/ STORAGE SPACE	OFFICE SPACE	WAREHOUSE	LAND	SPECIAL OPERATIONAL SPACES i.e. DETECTOR DOG UNITS (DDU)
+63 104m ²	+32 137 m ²	+245 084m ²	+46 714 m ²	+24 648 m ²	+26 595 m ²

Specification for specialist areas

Detailed specification – Refer to:

- Page 7 of the Specification document
- Table 3 and 4
- Annexure B – Pricing schedule



Parking Basements	Remove dust using mechanical sweeper or broom	Weekly	Number and size of Bays to be provided
	Remove oil spillage with degreaser (machine scrub and dry)	As required	
	Remove litter	Daily	
Warehouses	Provide industrial scrubbing machine to clean warehouse	Once a month	As per notes – Refer to Annexure “B”
	Special requirements per Pricing schedule		
Dog Detector Units (DDU)	<u><i>NOTE: Cleaning of Dog kennels, Dips, Food or Water Bowls are excluded from the contract.</i></u>		As per notes – Refer to Annexure “B”
	Pick-Up refuse on the land		
	Provision of cleaning services - Supply 1 x Cleaner twice a week to clean offices and pick up papers on land		

Background and Scope of work

See attached Main RFP Document



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Bid Evaluation Process :Refer to section 7 of the Main RFP doc

Gate 0

Pre-Qualification

- Invitation to Bid SBD 1
- Central Registration Report (Central Database System) from NT
- Declaration of Bidder's Past SCM Practices – SBD 8
- Certificate of Independent Bid Determination – SBD 9
- ARS Oath of Secrecy
- Declaration of interest SBD 4
- Preference Point Claim form- SBD 6.1
- Supplier Cost and Risk Assessment Questionnaire

Gate 1

Mandatory Requirements

Only Bidder(s) that have met the mandatory requirements criteria in Gate 1 will be evaluated in Gate 2 for technical evaluation

Refer to section 7.3 of the Main RFP doc :SARS' Mandatory Requirements –Gate 1



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Conti...Bid Evaluation Process: Refer to section 7 of the Main RFP doc

Gate 2

Technical Evaluation

100
points

Achieve overall score
of 65 out of 100
points to proceed
to Gate 3

Refer to section 7.4 of the Main RFP doc
:SARS's Technical Evaluation Criteria – Gate 2



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Gate 3

BBBEE = 10

100 points

Price = 90



Microsoft Excel
Worksheet



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Bid Evaluation Process Gate 3 (Price & B-BBEE)

PRICING

Bid Evaluation Process Gate 3 – Pricing

The Price and B-BBEE points will be added together to determine each bidder's overall score out of 100 points. Only the Tenders that have qualified after the technical evaluation (gate 2) will be evaluated for Pricing and B-BBEE (gate 2) in terms of the 90/10 preference points system under section 2 of the referential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations, 2017

Stage 1 – Price Evaluation (90 points).



Microsoft Excel
Worksheet

Adjudication Criteria	Points
Price Evaluation $P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	90

P_s = Points scored for price of Bid under consideration
 P_t = Rand value of Bid under consideration
 P_{\min} = Rand value of lowest acceptable Bid

Bid Evaluation Process Gate 3 (Price & B-BBEE)

B-BBEE

PPR 2017

BEE certificate/affidavit(template provided) of an EME or QSE which is at least 51% Black Women Owned



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BEE = 10 Points

B-BBEE points may be allocated to Bidders on submission of documentation or evidence as follows:

ADJUDICATION CRITERIA	POINTS
A duly completed Preference Point Claim Form: SBD 6.1 and a B-BBEE Certificate.	10

Bidders **MUST** complete and sign the SBD 6.1 form to claim the Bidder's B-BBEE preference points, failing which, the Bidder will be scored zero in **gate 3**.



Microsoft Word
Document

BEE Certificate

The table below indicates the specific B-BBEE certification documents that must be submitted for this tender. Failure to submit the required certification documents will also result in Bidders scoring zero for B-BBEE.

Classification	Turnover	Submission Requirement
Exempted Micro Enterprise (EME)	Below R10 million p.a	A sworn Affidavit or Certificate from CIPC
Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency. A sworn Affidavit above 51% Black Ownership.
Large Enterprise (LE)	Above R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency.

B-BBEE Key Sections to complete in SBD

BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7 SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?%

(ii) the name of the sub-contractor?

(iii) the B-BBEE status level of the sub-contractor?

(iv) whether the sub-contractor is an EME or QSE?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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B-BBEE key Sections to complete in SBD 6.1

Continued....

- (v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

Joint Ventures

- Incorporated JVs must submit the B-BBEE status of the entity. Unincorporated JVs must submit a consolidated B-BBEE certificate as if they were a group structure for every separate Bid.

Sub-contracting

- Bidders who want to claim preference points will have to comply fully with regulations 11(8) and 11(9) of the Preferential Procurement Regulations, 2011 with regard to sub-contracting:

Regulation 11(8)

- A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an Exempted Micro Enterprise that has the capability and ability to execute the sub-contract.

Use and acceptance of Affidavits

It has been advised that the Verification Professional will need to test the affidavits submitted as part of a company's procurement rating. All companies will need to request the information which proves Black Ownership and Turnover in addition to the Affidavit, or request that their EME/QSE suppliers be verified and have this confirmed on the Affidavit.

SARS reserves the right to request that bidders submit proof of their Black ownership and turnover information in support of their Affidavits.

Regulation 11(9)

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an Exempted Micro Enterprise that has the capability and ability to execute the sub-contract.

Proof of Existence: Joint Ventures and/or Sub-Contracting

- Bidders must submit concrete proof of the existence of joint ventures and/or sub-contracting arrangements. SARS will accept signed agreements as acceptable proof of the existence of a joint venture and/or sub-contracting arrangement.
- The joint venture and/or sub-contracting agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or sub-contracting party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or sub-contracting arrangement.

Bid Evaluation Process Gate 3 (Price & BBBEE)

FINANCIALS

BACKGROUND

- SARS is responsible for an appropriate procurement system as per Public Finance Management Act (PFMA) which is **fair, equitable, transparent, competitive and cost effective**.
- Forms part of the **overall risk management** strategy of SARS.
- One of multiple governance steps to assess **financial fitness** of potential bidders.
- It serves the purpose of ascertaining the **financial stability**.
- Identification of **financial risks** that SARS as an organisation could be exposed to.
- **Risk mitigation** to bring financial risks to an acceptable level.

Financial Evaluation

- Financial risk **analysis** is ascertained after completion of the following:
 - ✓ Assessment of industry and business risk
 - ✓ Assessment of the financial risk inherent within the respective bidder
 - ✓ Analysis of Annual financial statements
 - ✓ Rating of risks taking into consideration the impact and likelihood

Financial Evaluation

- **Complete Sets of Audited/Independently Reviewed AFS**
 - ✓ Signed Auditors / Accounting Officers Opinions
 - ✓ Statement of Comprehensive Income (Income Statement)
 - ✓ Statement of Financial Position (Balance Sheet)
 - ✓ Statement of Cash Flows (Cash Flow Statement)
 - ✓ Accompanying Unabridged Notes for ALL of the above documents
- **Less than 3 Financial Periods**
 - ✓ Explanatory Letter
- **Joint Ventures (JVs)**
 - ✓ Unincorporated JVs must submit separate F/S for each party to the JV
 - ✓ Signed JV legal agreement
- **Financial Statements in Bidding Companies Name**
 - ✓ Subsidiary submitting holding company's F/S must furnish a Performance Guarantee

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Service Level Agreement

Service Providers are requested to:

- Review the terms and conditions set out in the MSA and where necessary, make suggested proposals/amendments to the terms and conditions;
- All suggested changes by a bidder must be tracked for ease of reference (in an easily identifiable colour font);
- The rationale for each comment and/or amendment should be provided (in the comment column); and
- SARS reserves the right to accept or reject any or all amendments or additions proposed by a service provider if such amendments or additions are unacceptable to SARS or pose a commercial risk to the organisation.

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Bid Submission

Bidders must submit copies of each file (Original and Duplicate) and a CD-ROM OR MEMORY STICK with content of each file by the **03 September 2019 at 11:00**



TENDER BOX

SARS Brooklyn Bridge, 570 Fehrsen Street, Linton House, Brooklyn

Any enquiries must be referred, in writing via email: to tenderoffice@sars.gov.za (13-21 August 2019)

File/Envelope 1
Technical
Proposal

Section 1

- Pre-qualification documents (SBD documents, etc.)

Section 2

- Technical Responses
- Supporting documents
- References/testimonials
- 3 years audited /reviewed Financial statements

Section 3

- Company profile
- Supplementary information

Section 4

- Draft Service Level Agreement



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Document



Microsoft Word
7 - 2003 Document



Microsoft Word
Document

File/Envelope 2

Section 1

B-BBEE certificate/sworn affidavit (SBD 6.1)

Section 2

- Pricing Schedule – Annexure B



NB! Each file must be marked correctly and sealed separately for easy reference during the evaluation process. CD-ROM marked with Bidder Name

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